

Rare and Expensive Case Management RFP

Issue Date: December 20, 2012

Pre-Proposal Conference

DHMH

201 W. Preston St., Room L-4, Baltimore, MD 21201

January 16, 2013, 10:30 AM

Minutes

In Attendance: Margaret Berman, *DHMH*, Dee Brown, *Integra Health*, Don Weinapple, *The Coordinating Center*, Nancy Bond, *The Coordinating Center*, Karen Anne Lichtenstein, *The Coordinating Center*, Sharyn King, *The Coordinating Center*, Monchel Pridget, *DHMH*, Joel Tornari, *DHMH*, Vicki Smith, *IHM*, Lisa Sykes, *IHM*, Bruce Bereano, *N/A*, Heather Carmine, *IHAS*, Cynthia Belden, *IHAS*, Carolyn Miller, *MMARS*, Alan Ofsevit, *MMARS*, Glinna Michael, *DHMH*, Ella Wood, *DHMH*, Janet Dayhoff, *First Rehab*, Jan Norwood, *First Rehab*, Kyle Moll, *CHS*, Felicity Myers, *CHS*

At 10:38 AM, the meeting was started. Margaret Berman welcomed attendees to the pre-proposal conference for the Rare and Expensive Case Management RFP. She reminded everyone that DHMH will accept questions through Monday, January 21, 2013. All questions that were submitted by 4PM yesterday (January 15, 2013) were answered and the questions and answers were distributed to all of those attending this conference. In addition these answers and all other questions and responses will be posted on the DHMH website at the same site where the RFP is posted. In addition, those who provided an e-mail address will receive the revised questions and responses via e-mail. Attendees were told that these proposals will be reviewed by an evaluation committee. The proposals to this RFP are due on Thursday, January 24, 2013 by 2 PM.

Joel Tornari reminded those in attendance to make sure they met the delivery deadline for the proposals. Any proposal that is submitted even a few minutes after the deadline will not be considered for review. Joel also commented that in relation to the minimum requirement "Neither the Offeror, nor the parents, affiliates, nor subsidiaries of the Offeror may provide any other direct health care services than case management under the Maryland Medical Assistance program, the Contractor should identify in their proposal any potential conflicts and address how they will be handled. The minimum requirement described in the previous sentence was not quoted during the pre-proposal conference, but attendees were told the issue would be clarified in the minutes.

A question was raised about who was the auditor responsible for the Audit which is required as part of OMB Circular A-133? (Attachment E- Federal Funds Attachment, 4(A), page 73 of the RFP)

The company that does the OMB Circular A-133 Single Audit for Maryland is SB & Company, LLC.

A question was asked about what nationally accepted certifications were going to be accepted for social workers. It was suggested to review the certifications offered by the National Association of Social Workers.

Section 3.2.10 (2) (a) (iii) will be amended to say “All licensed social workers must have nationally recognized certifications in case management. In lieu of the nationally recognized certification in case management, we will accept licensed certified social workers-clinical (LCSW-C). Some examples of nationally recognized certifications include Certified Case Manager (CCM), Certified Advanced Social Work Case Manager (C-ASWCM), and Certified Social Work Case Manager (C-SWCM).

A question was raised about question number 9 relating to the assessments. It was asked if the initial assessment that is due within 10 days is just referring to new REM participants referred for the case management on or after July 1, 2013.

Some clarification needs to be made for Question 9. “Is it expected that the winning vendor perform initial assessment on July 1 and comply with 10 day assessment requirement?” A face to face visit must be completed within 10 calendar days for all new REM participants referred for case management services on or after July 1, 2013. However, the Assessment Report, the Interdisciplinary Plan of Care, and the Case Management Plan are not due until 30 calendar days after the referral was sent to the Contractor.

A question was also asked about when the Assessment is due for the REM participants who were in REM prior to July 1, 2013.

The Department recognizes that the successful Contractor will have to stagger the completion of the Assessment Reports for the REM participants who will be transitioned to the new Contractor on July 1, 2013. The Contractor will be provided with a transition report and a copy of the most recent Interdisciplinary Plan of Care to assist them in prioritizing when the Assessments need to be completed. How you will accomplish this must be addressed in your Work Plan.

A question was asked if a copy of the sign-in sheet would be provided with the minutes.

Yes, a copy will be included with the minutes.

A question was asked about when the minutes will be made available.

We hope to have the minutes completed later today (January 16, 2013) or tomorrow (January 17, 2013). They will be e-mailed to everyone who provided their e-mail addresses and posted on the DHMH website at the same site as the REM RFP.

A question was asked if the chart referred to in Question 2’s response was going to be provided.

Yes, the chart will be provided.

A question was asked if there have been any amendments made to the original RFP or any addenda added.

Yes, an amended RFP will be sent to you and posted on the DHMH website correcting the contract period that was incorrect on Attachment A-Contract. The correct contract period is July 1, 2013-June 30, 2016. Another correction was also made.

A question was raised regarding the requirement in Section 3.2.7.1 K "Submit to the Department no later than November 1 of each contract year, the Contractor's written Quality Improvement Plan for the subsequent contract year. The Department must approve the plan prior to implementation. Quality Improvement Plan requirements are outlined in Appendix O." Are all of the elements in Appendix O expected to be incorporated into the Quality Improvement Plan?

Yes, all elements in Appendix O should be incorporated into the Quality Improvement Plan.

Is there an estimated time when a decision will be made?

The Department hopes to award a contract by March 15, 2013.

A question was asked regarding question 28. In reviewing the Department's previous response to Question 28, it was discovered that the Department's response needs to be corrected. We previously stated that a request for case closure should be completed and submitted. A request for case closure should not be submitted for the REM participants who were referred back to the Department when the Contractor was unable to meet the minimum contact and reporting requirements for 60 days. Appendix DD, Notification of Unable to Locate or Non-Responsive REM Recipient, should be completed and submitted to the Department. Once reviewed, the Department will notify the Contractor and provide them with a decision.

If the Contractor has completed and submitted a Notification of Unable to Locate or Non-Responsive REM Recipient to the Department for an unable to locate REM participant are they expected to continue meeting the minimum program contact and reporting requirements until the Department has accepted the referral?

Until the Contractor receives notification that the Department has approved the referral, the Contractor is expected to continue meeting the minimum program contact and reporting requirements.

Joel also told the audience that the evaluation committee will most likely have some questions for them and that we'd appreciate a quick turnaround in order to meet this tight timeframe.

The meeting was adjourned at 10:45 AM.